

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 10 – 08

**DATE:** May 12, 2010

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY ANNOUNCEMENT FOR AID PROJECT MANAGEMENT SPECIALIST, PEDIATRIC HIV/AIDS, OFFICE OF POPULATION & HEALTH (OPH), USAID/KENYA

**OPENING DATE:** Immediately

**CLOSING DATE:** May 25, 2010

**Office:** Office of Population and Health

**Title:** AID Project Management Specialist, Pediatric HIV/AIDS

**Grade:** FSN - (PSC) – 4005-10

**Who May Apply:** All qualified Kenyan citizens.  
Employees currently on probation are ineligible to apply.

### **BACKGROUND:**

The President's Emergency Plan for AIDS Relief (PEPFAR) initiative is the largest commitment ever by a nation toward an international health initiative for a single disease. Completing its first five years, PEPFAR is a \$15 billion, multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean and Asia that represent approximately half of the world's infections. The goal of the PEPFAR is to treat 2 million HIV-infected individuals and prevent 7 million new infections, and to provide care and support for 10 million HIV-infected individuals and orphans. PEPFAR has received a re-authorization for an additional five years and double the budget to \$30 billion.

Kenya is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, Kenya is expected to receive over \$ 500 million in FY10 to support a comprehensive HIV/AIDS prevention, treatment and care program. Funding levels allocated to the U.S. Agency for International Development (USAID) for FY10 is approximately \$347 million. USAID/Kenya's Office of Population and Health (OPH) is an integrated program that combines HIV & AIDS, child survival, malaria, tuberculosis, population, and maternal and child health activities.

PEPFAR targets established for Kenya are 180,000 new infections averted, 750,000 people provided with palliative care, and to provide ARV treatment for 350,000 people receiving antiretroviral therapy by the end of FY 10.

In Kenya, a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of

State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Kenya, combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Kenya.

#### **BASIC FUNCTION OF THE POSITION:**

The AID Project Management Specialist, Pediatric HIV/AIDS is located in the Office of Population and Health (OPH), USAID/Kenya. The Specialist will work under the direction of, and coordinate with, the Project Management Specialist, Prevention of Mother to Child Transmission (PMTCT), Blood Safety (BS) and Injection Safety (IS) - (PMTCT/BS/IS) – and the HIV/AIDS Team Leader to design, manage, monitor and report on a variety of OPH activities on behalf of USAID/Kenya. In coordination with the Project Management Specialist, PMTCT/IS/BS and the HIV/AIDS Team Leader, the incumbent will interact with and provide guidance, technical support, and monitor a range of partners undertaking Pediatric HIV/AIDS activities.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **Project Management – 60%:**

The incumbent:

1. Provides guidance and oversight to implementing partners (IPs) and cooperating Agency counterparts in the development and management of Pediatric HIV/AIDS activities to ensure acceptable performance and satisfactory completion of the scope of work. Specifically, he/she provides clinical and technical expertise to grantees in the area of Pediatric HIV/AIDS. Collaborates and coordinates closely with other OPH Team members as needed to ensure synergy across activities. Disseminates information and reports regularly to the AID Project Management Specialist, PMTCT/IS/BS and the HIV/AIDS Team Leader on activity progress, implementation problems and other issues.
2. Maintains regular contact with partner institution(s) and other individuals as needed to support the implementation of activities to assess activity effectiveness, efficiency and impact. Facilitates and maintains dialogue between IPs and key stakeholders, including, and as appropriate, government representatives, U.S. contractors/coordinating agencies, donors and other African institutional partners to further synergies and promote unified approaches.
3. Assists in the monitoring and evaluation of implementation progress of Kenyan institutional partner agreements, including the description and quantification of activities, monitoring of performance against planned results and results reporting. Tracks adherence to USAID technical and managerial requirements.
4. Assists in the management of cooperating agency partners under Pediatric HIV/AIDS, activities. Monitors performance against planned results and tracks adherence to USAID technical and managerial requirements.
5. Organizes and coordinates management actions to support the achievement of results. Assists in the preparation of USAID project documentation and reports and maintains records, ensuring systematic monitoring of performance. Assists in the drafting of strategic plans, results reviews and resource requests, portfolio reviews, congressional notifications and other Mission documentation. As needed, prepares and clears strategic objective (SO)-related documentation such as action

memorandum, modified acquisition and assistance request documents (MAARDs), implementation letters, scopes of work and accompanying budgets. Also prepares SO reports, analyses trip reports, activity status reports, project briefing materials and meeting summaries as needed.

### **Technical Responsibilities - 40%:**

The incumbent:

1. Works closely with USAID partners to ensure that program achievements and lessons learned are disseminated to sector representatives. Maintains an up-to-date summary of all program technical areas.
2. Assists the Strategic Information Advisor and the Project Management Specialist, PMTCT/BS/IS with updating the performance strategic plans, country operational plans and other pertinent documents. Verifies the quality, tracking and synthesis of HIV/AIDS performance indicators, in particular those in the incumbent's area of expertise. Ensures that all routine and ad-hoc reporting requirements reflect fully PRPFAR indicators and targets.
3. Assists in the preparation of selected sections of the Country Operational Plan and the semi-annual and annual reports.
4. Maintains detailed and updated project management files for activity.
5. Performs other duties as assigned or required

### **REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

**Education:** A Bachelor's degree in a medical field is required.

**Experience (40%):** Seven years of HIV/AIDS experience in the international health field in sub-Saharan Africa with progressively increasing responsibility for activity management and design is required.

**Post Entry Training: Training (short-term):** Training in USAID Contracting/Agreement Officer's Technical Representative (C/AOTR) course and other grant management courses may be required.

**Language Proficiency:** Fluent (Level IV) English language proficiency – speaking and writing - is required. Fluency in Kiswahili is desirable.

**Knowledge (30%):** Must have a thorough understanding and knowledge of the health sector issues and programs in sub-Saharan Africa. Must have an understanding of the nature and the goals of the major program to which the employee is assigned. Must have a comprehensive knowledge of US Government programming policies and regulations, procedures and practices, which bear on project management. Possess comprehensive knowledge of Government of Kenya policies and procedures relevant to the population/health programs and HIV/AIDS.

**Skills and Abilities (30%):** Strong interpersonal skills, including the ability to work effectively on a team – both inside and outside of USAID/Kenya to plan, implement, monitor and advocate for

programs. OPH has a strong team management approach and the incumbent will be working collaboratively in teams composed of staff throughout the Mission and with external partners and agencies.

### **POSITION ELEMENTS:**

a. **Supervision Received:** The Project Management Specialist, Pediatric HIV/AIDS works under the general supervision of the Project Management Specialist, PMTCT/BS/IS. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the office workflow is established, most assignments will occur in the normal course of the work, but the incumbent must be aware of situations that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent must seek advice and assistance as required. Work is reviewed in terms of results achieved.

b. **Available Guidelines:** PEPFAR, USAID regulations including the Automated Directives System (ADS), the USAID/Kenya Integrated Strategic Plan, and the OPH Results Framework provide broad guidelines as to the conduct of work related to the duties described above. Other guidelines include USAID mission orders, other relevant reports, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.

c. **Exercise of Judgment:** Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of actions and assignments. The Specialist works with a level of independence.

d. **Authority to Make Commitments:** The Specialist has limited authority, but within the limits of training and experience may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed.

e. **Nature, Level, and Purpose of Contacts:** The Specialist has a wide range of contacts within OPH, and the Mission, and maintains contact with counterparts and peers in contractor and grantee organizations implementing USAID-funded programs/projects in the sector. Host government, local, and other contacts vary widely with the type of activity being evaluated, but are usually at the counterpart level. When traveling with or in lieu of the supervisor, the Specialist may have frequent and substantive personal contacts with IPs, local officials, and with the private sector, and may be called upon to explain USAID monitoring and evaluation policies, objectives, and procedures.

f. **Supervision Exercised:** Supervision of other Mission staff is not contemplated.

g. **Time Required to Perform the Full Range of Duties:** One year.

### **NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report**

**(PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

#### **HOW TO APPLY**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the ***Daily Nation*** and ***The Standard*** newspapers.

All applications must reach the Human Resources Office, USAID, P.O. Box 629, Village Market 00621, Nairobi, Kenya by COB on May 25, 2010.